

REQUEST FOR QUALIFICATIONS

Engineering Services

Columbia Irrigation District
Request for Qualifications No. 2026E

Issue Date: August 9, 2026

SOQ Due Date: August 26, 2026

Time: 4:00 p.m.

Contract Period: September 1, 2026 through August 31, 2027, with option to renew

1. PURPOSE

The Columbia Irrigation District (the “District”) is soliciting Statements of Qualifications (SOQs) from qualified firms lawfully engaged in the practice of engineering and related professional services.

The District intends to use the submitted qualifications and performance information to select one or more qualified firms to provide professional services for District projects during the period of **September 1, 2026 through August 31, 2027**, with an option to renew.

Individual projects may be assigned to selected firms based upon the nature of the work, qualifications and experience of the firm and assigned personnel, availability, schedule, location, and other factors determined by the District.

This solicitation is being conducted pursuant to **RCW 39.80.030**.

2. SERVICES

The District anticipates requiring professional services in one or more of the following areas:

- General civil engineering;
- Irrigation and water conveyance system engineering;
- Geotechnical engineering;
- Environmental engineering and permitting;
- Construction observation and administration;
- Compaction and materials testing;
- Project cost estimating and cost control;
- Project schedule development and schedule control;
- Surveying and related technical services;
- Design and preparation of plans, specifications, and contract documents; and
- Other engineering and related professional services as may be required by the District.

The District does not guarantee that any particular service or amount of work will be assigned to a selected firm.

3. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Each firm shall submit a Statement of Qualifications addressing the following information. The SOQ shall not exceed **20 pages, front and back**.

A. Firm Information

Provide:

- Legal name of firm;
- Business address;
- Telephone number and email address;
- Name and title of primary contact;
- Washington State business and professional licensing information, as applicable;
- Office location(s) from which services will be performed; and
- Identification of any proposed subconsultants.

B. Firm Experience

Describe the firm's experience providing services similar to those anticipated by the District.

Include examples of relevant projects, particularly projects involving irrigation districts, water systems, municipal utilities, public agencies, or similar infrastructure.

For each relevant project, provide:

- Client name;
- Brief description of services provided;
- Project completion date;
- Approximate project cost; and
- Name and contact information for client reference.

C. Principal and Key Staff Experience

Identify the principal and key personnel who would be available to perform services for the District.

Provide a brief description of each individuals:

- Education and professional qualifications;
- Professional licenses and certifications;
- Relevant experience;

- Role in providing services to the District; and
- Experience on similar projects.

Provide client references for significant relevant work where appropriate.

D. Ability to Meet Schedules

Describe the firm's ability to respond to District requests and meet project schedules.

Include information regarding:

- Current workload;
- Staff availability;
- Typical response time;
- Ability to meet expedited schedules when necessary; and
- Availability of key personnel identified in the SOQ.

E. Location of Work

Identify the office location where the majority of the proposed work will be performed and identify the anticipated personnel who will provide services from that location.

Describe the firm's ability to provide timely on-site services within the District's service area.

F. References

Provide at least **three professional references** for the firm and/or proposed key personnel.

References should include:

- Client/agency name;
- Contact person;
- Telephone number;
- Email address;
- Project name; and
- Brief description of services provided.

The District reserves the right to contact references and consider information obtained from those references as part of the evaluation process.

4. SELECTION CRITERIA

SOQs will be evaluated based on the following general criteria:

Criteria

Experience of the firm, including information obtained from references

Experience and qualifications of principal/key staff, including information obtained from references

Ability to adhere to project schedules and respond to District needs

Location of office where work will be performed and ability to provide timely on-site services

The District may modify the relative importance of the criteria based upon the requirements of a particular project.

The District may request additional information or conduct interviews with one or more firms as part of the selection process.

5. SELECTION AND CONTRACTING

The District intends to select one or more firms determined to be the most qualified to provide the anticipated services.

Selection of a firm does not guarantee that the firm will receive a contract or any particular amount of work.

Following selection, the District may negotiate the scope of services and compensation for individual projects or assignments with the selected firm(s). If the District is unable to reach an agreement with the selected firm, the District may proceed to another qualified firm.

All services shall be performed pursuant to a written agreement approved by the District.

6. SUBMITTAL REQUIREMENTS

SOQs shall:

- Be limited to **20 pages, front and back**;
- Be clearly identified with the firm's name and **RFQ No. 2026E**;
- Include all information requested in this RFQ; and
- Be received by the District no later than **August 26, 2026, at 4:00 p.m.**

Submit SOQs to:

Columbia Irrigation District
291 Bradley Blvd Suite 102
Richland, WA 99352

Electronic submissions: cid@columbiairrigation.com

Late submissions may be rejected.

7. GENERAL CONDITIONS

The District reserves the right to:

- Reject any or all SOQs;
- Request clarification or additional information from any firm;
- Waive minor irregularities or informalities;
- Cancel or modify this solicitation;
- Select one or more firms;
- Conduct interviews or additional evaluations;
- Negotiate contracts with selected firms; and
- Take any other action permitted by applicable law.

The District is an Equal Opportunity Employer and encourages submissions from minority, women, and veteran-owned firms.